

WAIVER REQUIREMENTS FOR FEDERAL PRISON INDUSTRIES

The following instructions are to ensure expeditious processing of your waiver request. Because Federal Prison (UNICOR) is a mandatory source provider for items listed in its Schedule of Products, an ordering office shall receive UNICOR's written authorization for clearance, prior to placing an order for a similar item through outside sources. Waiver requests may be sent by mail, electronically or by fax.

BY MAIL:

Send request to: UNICOR Customer Service Center
P.O. Box 13640
Lexington, KY 40583-3640
(606) 254-9390

Upon receipt, your request will be reviewed for completeness, assigned a tracking identification number, and evaluated based upon the terms vs. UNICOR's ability to meet them. You will be notified should any information be missing from your request. We make every attempt to process your waiver request in a timely manner. During seasonal volume surges or if information is missing from your request, processing time will vary, but we will do our best to minimize delays.

Your Waiver request should include the following:

Point of Contact Detail:

Provide the name and title of appropriate contact person.

- Complete Mailing address:
- Agency street, city, state, and zip code
- Phone and Fax Number: For contacting purposes.
- Description of items: Descriptive material (i.e. , illustrations, drawing, brochures, etc.) that conveys the characteristics, and/or construction of item(s) in question, including UNICOR part number or NSN. If due to technical differences, a comparison must be provided.
- Justification: Your waiver request should explain why our products do not meet the basic needs of your agency. Please refer to our 30-day ship catalog.
- Price & Quantity: Number and estimated unit price of each item.
- Realistic Delivery Date: Items should be available within the 30 day billing cycle of the purchase card. The items shall be available from the outside source within the required time frame indicated in the waiver request. Delivery date is required to be specified as month, day, and year that the product is needed.
- Each waiver request is evaluated on a case-by-case basis by one of our sales consultants.

Should your request be denied, you may appeal this decision electronically through UNICOR's Ombudsman or send a detailed letter justifying your position to:

Jan I. Hynson, Ombudsman
Federal Prison Industries, Inc.
320 First Street, N.W.
Washington, DC 20534 Tel (202) 305-3515 Fax (202) 305-7340 Attachment 2

